



REQUEST FOR QUALIFICATIONS

Environmental Impact Report

City Hall Master Planned Facility including
Municipal Buildings, Park, Parking
and Related Facility Components

SUBMITTALS DUE BY:

5:00 p.m.

December 23, 2008

TO BE SENT TO:

Sharon Wood, Assistant City Manager
City of Newport Beach
P.O. Box 1768
Newport Beach, CA 92658-8915
(949) 644-3222
swood@city.newport-beach.ca.us

INTRODUCTION AND BACKGROUND

The City of Newport Beach requests statements of qualifications from professional environmental firms to prepare an environmental impact report (EIR) for development of a new City Hall Master Planned Facility including City Hall, a "natural" park, parking and related facility components. The voters of the City of Newport Beach and the Newport Beach City Council have selected a site in Newport Center for a new City Hall facility. Through a design competition, the City Council has selected a preliminary design concept and an architectural firm, Bohlin Cywinski Jackson of San Francisco. The City has also amended its General Plan so that the land use designations of the site are consistent with the design concept.

The City has begun technical studies of existing conditions on the site, and wishes to retain an environmental firm that will continue those studies in concert with the refinement of the concept plan, and that will prepare an EIR for the project. Please visit the City's website (www.city.newport-beach.ca.us) to see Bohlin Cywinski Jackson's design concept, the technical studies completed to date, and other information on the City Hall Design and Park Master Plan. The report for the City Council meeting of November 25, 2008 (posted under Agendas & Minutes on the website) includes recommendations of the City Council and the City Hall and Park Design Committee to refine the design concept.

PROJECT DESCRIPTION

The Project consists of the development of Newport Beach's new City Hall, natural park, and parking structure, all positioned in relationship with the existing Newport Beach Central Library located on approximately 19 acres of land depicted in Exhibit A. The site is not in the Coastal Zone. It includes the Central Library located at 1000 Avocado Avenue ("Library Parcel"), a large middle parcel ("Central Parcel" – a currently vacant 12-acre site north of the Central Library) envisioned for City Hall and park, and the 3-acre vacant parcel north of San Miguel Road ("North Parcel") which is also intended as a park use. The project to be analyzed in the EIR also includes a potential zoning amendment regarding land use and/or building height.

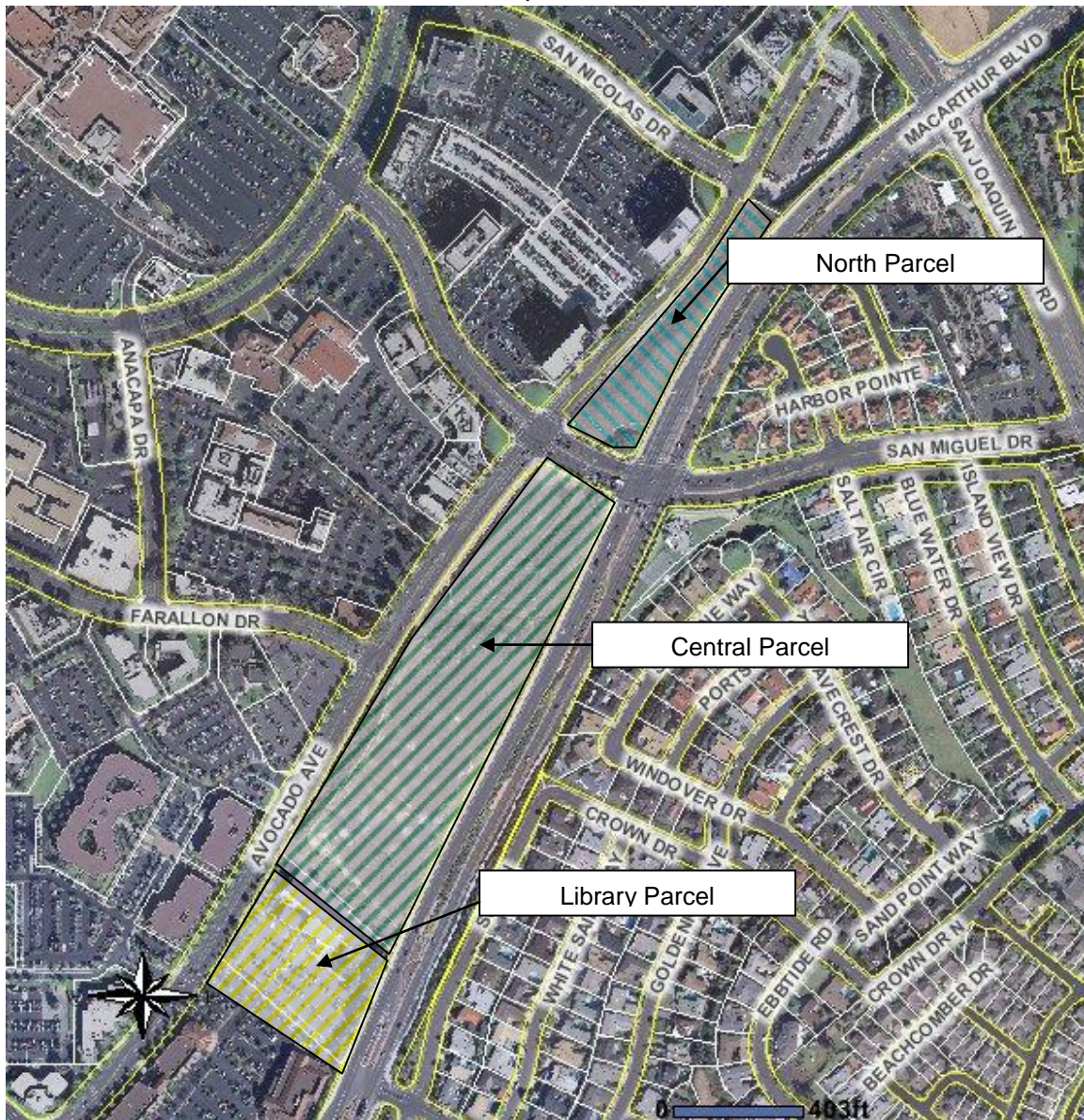
- **City Hall.** City Hall is planned for the southerly portion of the Central Parcel. The City believes that a revised needs assessment will show that a building of 80,000 to 90,000 square feet is needed, including a community room(s) element and Council Chambers.
- **Parking Facility.** The Project includes a 500-space (estimated) parking structure on the Central Parcel that will accommodate City Hall's needs plus address a shortage of existing parking spaces (about 100) at the Central Library.
- **Park.** The park elements of the Central Parcel and the North Parcel are envisioned to provide passive recreation and relaxation opportunities for Newport Beach residents as well as employees within and visitors to City Hall and the Library.
- **Central Library.** Integration of the existing Central Library into the Master Plan is desired to create maximum synergy between the City Hall, the Park and the Library complex (including the possibility of an additional entry to the library from the Central Parcel).

It is anticipated that the environmental work will proceed in two phases:

- **Technical Studies and NOP.** This phase will consist of the completion of technical studies of existing conditions and preliminary analysis of environmental impacts to inform refinement of the design concept, and preparation of a Notice of Preparation of an EIR.
- **EIR Preparation, Responses to Comments, and Certification.** Once the refined concept plan for the project is approved by the City Council and the scope of the EIR is determined, a second phase will be initiated for the EIR itself. Certification of the EIR is anticipated to occur immediately prior to City Council approval of the schematic design.

Exhibit A

Site & Parcel
Depiction



TENTATIVE PROJECT SCHEDULE

The preliminary schedule for the City Hall project is as follows:

January 13, 2009	Council hires architect and Project Management firm.
January 27, 2009	Council hires EIR consultant. EIR consultant begins work, including technical studies of existing conditions and preliminary impact analysis.
March 23, 2009	Design Committee holds public meeting on Architect's refinements to the Design Concept. EIR consultant develops Project Description, in consultation with City Staff, architect, and Building Committee.
April 14, 2009	City Council reviews and approves Concept Plan, approves contract or contract amendment with Architect for Schematic Design Phase, and approves contract for EIR preparation.
July 23, 2009	Screencheck EIR complete (4 months from Project Description)
September 1, 2009	Draft EIR released for public review (6 weeks from Screencheck)
September 14, 2009	Design Committee holds public meeting on Schematic Design.
October 16, 2009	DEIR public review ends (45 days from 9-1-09)
November 9, 2009	Responses to Comments complete (3 weeks from 10-16-09)
November 19, 2009	Planning Commission hearing on EIR and zoning amendment
November 24, 2009	Schematic Design complete. City Council certifies EIR and reviews and approves Schematic Design.

SUBMITTAL REQUIREMENTS

The following information is required to enable the City to evaluate consultants' qualifications:

1. Describe the experience of the consultant/firm in drafting and certification of EIRs for significant projects, particularly projects with high public interest.
2. Identify the consultant's familiarity with Newport Beach, including any previous assignments in the City and assignments with other communities with similar characteristics or public projects.
3. Provide a current reference list of a minimum of three clients, which includes names and telephone numbers of individuals who have a history of working with the consultant. Please identify the project for which the services were provided and the members of the consultant's team who worked on the specific project with the clients. If experience with similar projects is available, provide a reference list of these clients and their contact information.
4. Identify the project manager and staff to be assigned to the project. List the names and specific qualifications of each person who would be assigned to the project. For each person, identify the specific tasks he or she would be undertaking. Designate the person who would have overall responsibility for the project and the person who would be primarily responsible for contact with the City.
5. Provide a proposed schedule for the completion of the project, including a time line with target dates for completion of each task. If the proposed time line does not meet the City's tentative project schedule, please explain why the City's schedule cannot be met.
6. Provide hourly rates for all staff to be assigned to the project.

SUBMITTAL DEADLINE

Please submit eight (8) copies of your qualifications by 5:00 p.m. on Tuesday, December 23, 2007, to:

Sharon Wood, Assistant City Manager
P.O. Box 1768
3300 Newport Boulevard
Newport Beach, CA 92658-8915
(949) 644-3222

Facsimile and electronic submissions will not be accepted.

SELECTION PROCESS

City officials will review the proposals, and the most qualified firms will be invited to an interview, tentatively scheduled for the week of January 5, 2009. The final selection of the consulting firm will be made by the City Council. This Request for Qualifications (RFQ) does not commit the City to award a contract, to pay any costs incurred in the preparation of responses or to procure or contract for services.

Thank you for your interest in this project; we look forward to reviewing your qualifications.